

Kentucky State Board for Proprietary Education
PO Box 1360
Frankfort, KY 40602
or
911 Leawood Drive
Frankfort, KY 40601
(502) 564-3296, ext. 239

Resident Proprietary School Application Instructions

The application packet enclosed **MUST** be completed entirely. The original application, including supporting documentation, must be submitted to the State Board office at the address above. The application packet must be submitted in the order indicated on the attached checklist.

Fees - All fees must be paid by certified check or money order made payable to the Kentucky State Treasurer (DO NOT SEND CASH):

Licensure/application fee - \$300

Contribution to Student Protection Fund - \$300 - This fee must be submitted separately.

Agent (Recruiter) Permit fee - \$150 each

Proprietary School Bonds:

A Proprietary School Bond in a minimum amount of \$20,000 must be completed and the **original** submitted with the application packet. This will be obtained through the school's insurance coverage provider. The bond may **NOT** be faxed to the State Board office.

Agent Application and Blanket Agent Bond:

A Blanket Agent Bond must be completed and the **original** submitted with the application packet. This bond will carry \$5,000 coverage on EACH agent. The bond may **NOT** be faxed to the State Board office. Should an agent's employment with the school terminate, written notification **MUST** be submitted to the State Board with the agent permit card and the insurance company should be notified to have the agent removed from the bond. If a new agent is employed with the school, an Application to Act as an Agent must be submitted to the State Board office with the appropriate fee. If an independent agent is used, a copy of the contract between the school and the agent must be submitted with the application. The agent must be added to the Blanket Agent Bond **PRIOR** to submitting an application to the State Board.

Two (2) recent photographs of the agent must be submitted with the completed application and appropriate fee. The photographs must **NOT** be larger than 2" x 2" in size.

The Certificates of Character must be completed by individuals **not** affiliated with the school.

Instructor Application:

A completed School Personnel Form must be submitted for each instructor employed by the school. This form **must** be signed and dated by the instructor and an authorized school official. **This form must be completed in its entirety, including the address of all educational institutions, employers, etc. This form must be typed or printed legibly.**

Should an instructor's employment with the school be terminated, the Notification of Termination of Employment section of the instructor's application must be completed and the application submitted to the board office immediately. (KRS 165A.475)

Financial Statement:

A balance sheet type document indicating the school's financial stability must be included. This must be signed by a CPA or authorized school official stating it is "true and correct."

Student Enrollment Contract:

The Student Contract or Enrollment Agreement to be used by the school must be included. This document **MUST** contain the **exact** refund policy as stated in the school catalog. If the contract is multiple pages, this must be indicated on the contract. For example, Page 1 of 2; Page 2 of 2.

This document must contain a signature line for the student and an authorized school representative.

Local Fire Inspection:

Documentation from the Kentucky State Fire Marshal's office or a local fire department indicating compliance with all fire and safety codes must be submitted.

Equipment Inventory List:

A complete inventory list of all equipment to be used by students to complete the training program must be submitted. If the school offers multiple programs, this inventory list must be completed for each program offered.

Minimum Instructor Qualifications:

Document the minimum qualifications acceptable for an individual to be employed as an instructor at the school. If multiple programs are offered, the minimum qualifications must be submitted for each program.

School Calendar:

Document all days the school will be closed in observance of legal holidays; breaks; etc. This should indicate the dates each class begins and ends.

School Catalog or Brochure:

The contents of this document are found on page 4 of the application form. This document **MUST** contain the statement, "I certify this catalog to be true and correct in content and policy" and signed by an authorized school official.

Sample Diploma or Certificate:

A sample diploma or certificate to be awarded to students successfully completing the program must be included. If multiple programs are offered, a sample diploma or certificate must be submitted for each program.

Facility Floor Plan:

A floor plan of the entire facility, indicating room locations, must be included.

The following checklist should be used to ensure a completed application and supporting documentation in the appropriate order is submitted to the State Board:

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| 1. Official name and address of school | Yes __ | No __ |
| 2. Ownership names and address listed | Yes __ | No __ |
| 3. Administrative offices and supervisors listed | Yes __ | No __ |
| 4. Director(s) of instructional programs listed | Yes __ | No __ |
| 5. Curriculum to be offered | Yes __ | No __ |
| 6. Original Proprietary School Bond or Irrevocable letter of credit | Yes __ | No __ |
| 7. Original Blanket Agent Bond | Yes __ | No __ |
| 8. Certified school catalog, brochure, bulletin | Yes __ | No __ |
| 9. Student Contract or Enrollment Agreement | Yes __ | No __ |
| 10. Refund policy in catalog and on student contract | Yes __ | No __ |
| 11. Sample of diploma, certificate, or degree | Yes __ | No __ |
| 12. Financial statement | Yes __ | No __ |
| 13. Local fire inspection statement | Yes __ | No __ |
| 14. Equipment inventory list | Yes __ | No __ |
| 15. Application fees | Yes __ | No __ |
| 16. Student Protection Fund Contribution | Yes __ | No __ |
| 17. School Personnel Form for each instructor | Yes __ | No __ |
| 18. Application for each agent | Yes __ | No __ |
| 19. Minimum instructor qualifications | Yes __ | No __ |
| 20. School calendar | Yes __ | No __ |
| 21. Facility floor plan | Yes __ | No __ |